



West Burton Village Hall

A Village Hall for All

User Guide

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Kitchen

Boiling water

Boiling water for hot drinks can be had from the water boilers near the kitchen hatch. You will need to turn this on at the wall marked "WATER BOILER" and leave for approximately 15 minutes. Please remember to turn off before leaving the hall.

Hot water

Currently, if you need hot water, boiling water dispensers at either side of the kitchen hatch can be used. We are looking into other solutions, this is a temporary measure.

Cooker

The range cooker in the kitchen is electric with an induction hob and multiple ovens. The [cooker instructions](#) on its use can be found in the blue folder on the shelf above and to the left of the oven.

Dishwasher

Operating instructions are on the wall above the dishwasher.

Unlike a domestic dishwasher, this commercial dishwasher takes about 10 minutes to warm up but, once hot, the cycle time for a wash is only 3 minutes. The dishwasher must be drained and cleaned after the final wash. Please ensure that you complete this final step. Note: Liquid detergent and rinse aid are drawn into the machine automatically and on demand.

Cleaning

Cleaning supplies can be found under the sink in the kitchen and in the cleaning cupboard. The cleaning cupboard is accessed via the door nearest the kitchen in the main hall. The key to the cupboard is on the key rack directly inside the kitchen door.

Tea towels and tablecloths

Tea towels and tablecloths can be found in the bottom left cupboard as you face the main hall hatch from the kitchen. Please place any used tea towels or table cloths in the laundry bags which are in the committee room. There is a charge of £2 to launder each table cloth.

Main hall

Sound system

The sound system has 4 speakers in the main hall and is located directly inside the cupboard at the far end of the hall. After use, please turn the power off and return everything to its original state.

Operating instructions

1. Turn on the wall plug switch (directly to the right of the amp/stereo)
2. Make sure the master volume is not set to zero. This pink dial can be found on the bottom right of the amp (bottom layer) under the "MAIN (STEREO)" section.
3. Make sure the "PAN" dial on the amp is set central (pointing upwards) for whichever channel you are using below to ensure the output comes equally out of all speakers.
 - **CD Player**
 - i. The working CD Player is on the top
 - ii. Press the CD player power button if it is not already on
 - iii. Open tray and insert CD and press play
 - iv. Adjust the volume by using the pink "LEVEL" dial which is on the amp (bottom layer) labelled "CD"
 - **Microphone**
 - i. The microphone and cable are located on the shelf above the stereo
 - ii. Plug the cable into the microphone and the amp (bottom layer) in the row labelled "CD" at the very bottom of the amp
 - iii. Adjust the volume by using the pink "LEVEL" dial which is on the amp (bottom layer) labelled "CD"
 - iv. A microphone stand is also located in this cupboard
 - **Phone/MP3 player etc** (3.5mm phono jack input)
 - i. Plug the white cable that is plugged into the amp (bottom layer) into your personal device.
 - ii. Press play on your device (making sure your device has its volume turned up sufficiently)
 - iii. Adjust the volume by using the pink "LEVEL" dial which is on the amp (bottom layer) marked "6"

- **Tape**
 - i. The tape player is the middle layer (Marantz)
 - ii. Press the tape player power button if it is not already on
 - iii. Open the door and insert a cassette and press play.
 - iv. Adjust the volume by using the pink “LEVEL” dial which is on the amp (bottom layer) labelled “Tape”

General

Heating

The hall is centrally heated; the timer/programmer is in the corner of the kitchen (between the sinks and the hall hatch) and there are 2 room thermostats, one in the entrance lobby and one in the main hall.

To heat the hall (if necessary):

1. If red lights above the timer/programmer buttons are already illuminated red (which they should be as it is on a timer) then **continue to step 2**. If not, then press the appropriate “ADVANCE” buttons on the programmer until a small red light directly above the button illuminates. ADVANCE (Heating 1) for the main hall. ADVANCE (Heating 2) for the foyer, kitchen and committee room.
2. Turn the dial on the desired room thermostat to 21 °C.
3. When leaving the hall make sure to turn down both room thermostats to 15 °C.

Lighting

Please make sure that all lights and all the appliances in the kitchen are turned off before you leave the building.

Water supply

Should a water leak occur, the master stop-cock is under the kitchen sink.

Electrical power supply

The consumer unit/fuse box is in the cleaners cupboard (to the left of the large dividing doors) in the main hall. Keys labelled “Cleaning materials cupboard” can be found on the key hooks just inside the kitchen.

The main electricity cut off is located in the cupboard at the back of the main hall near the large full height window. Please do not use it unless in an emergency to cut off the power supply.

Fire alarm

Should the fire alarm need to be turned off, the code can be found on the control unit which is by the front doors. The code to use to reset is “44153”. Please only reset this if you are sure the risk of fire is not present. Also please inform us via the contact details in the non-critical emergencies section below.

Emergencies

Please contact the appropriate emergency service.

In the event of a fire please follow the [emergency fire procedure](#). A hard copy of this is attached to the back of this guide in the hall.

A metal fire curtain can be lowered to isolate the kitchen from the main hall space. This must be pulled down by hand. This can be done from either the kitchen or hall side.

Non-critical emergencies

Should a water leak occur, the master stop-cock is under the kitchen sink.

Please contact one of the village hall key holders for assistance. Numbers can be found on the exterior notice board by the front doors.